



Army HSMS Newsletter

15 MARCH 2002

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closed. Below is a sample of the Trouble Ticket closure form that will be distributed by USAEC to the appropriate installation points of contact (POC).

POC for this article is Diane Stephens, PO-HSMS



TROUBLE TICKET CLOSE OUT FORM

TT #: _____ DATE: _____
SITE: _____ ADBM: _____
PHONE #: _____ EMAIL: _____
TO: _____
FROM: Dev. Zuckerman (410) 436-7072, AEC Project Officer
ACTION: Notification of Pending Closure of Trouble Ticket #
DATE TO BE CLOSED: _____
DESCRIPTION:

LIGHTS..CAMERA..ACTION!

Get ready for the first in a series of regular HSMS user VTC's (video teleconferences)! This teleconference will provide HSMS user installations an opportunity to share ideas and discuss their experiences with USAEC staff and other HSMS installations. Everyone is encouraged to participate. Who knows, you may even find a solution to those nagging problems you may be having. Details of an early May HSMS User video teleconference will follow.

REVISED HSMS TROUBLE TICKET PROCEDURE TAKES EFFECT

The HSMS Trouble Ticket (TT) procedure has been modified. As a follow-up to last month's newsletter, and to alleviate excess trouble tickets in the Customer Assistance Office (CAO) reporting system, those TTs that do not have activity or status updated by the installations will be closed after one month of inactivity or lack of response to the CAO's inquiries. The closing of these TTs will occur only after a formal notice from USAEC is provided to the installation notifying the site of the impending TT closure: after two week's of inactivity/status notice will be forwarded to the installations, and then two weeks notice later (if no further status/update is received) the TT will be

WHAT'S UP?

AN IMPORTANT SURVEY COMING TO A HAZMART NEAR YOU!

As many of you have heard, the U.S. Army Environmental Center (USAEC) is gearing up to field the Hazardous Materials Management Program (HMMP) and the Hazardous Substance Management System (HSMS) to additional Army installations starting in FY04. In preparation for this effort, AEC is asking for your help in completing a brief survey about your program. In the years following implementation, many of you have expanded your programs, changed locations, updated operating procedures or modified practices and we are interested in hearing about it. The survey is going out as an informal request for information and will be used for program planning purposes only. The POC for the survey is Ryan Messier (410-436-7076 or e-mail: ryan.messier@aec.apgea.army.mil) if you have any questions. Please help us by completing the survey and returning it as soon as possible.

Contributed by Ryan Messier, US AEC/Booz I Allen I Hamilton

HSMS WASTE MODULE REVEALED!

In the last issue of the HSMS Newsletter, we asked if you have ever used the HSMS Waste Module at your installation, the results of which are published in this issue. Several responses to the poll indicated that there was interest to learn more about the HSMS waste module and how it could benefit current HAZMART operations. The HSMS Waste Module in v2.4 provides additional functionality to the tracking and disposal of Hazardous Waste. The waste module allows you to link the cradle (materials) to the grave (waste). In addition to waste generated through a defined process (process waste), HW also can be generated as a waste byproduct or as external waste. Waste byproducts include such materials as contaminated dry sweep, contaminated personal protective equipment (PPE), disposable containers, etc. These materials initially are not hazardous but become contaminated during the process. Waste byproducts are tracked in HSMS for end of year reporting. In addition, HSMS provides a method for tracking waste “found” or otherwise unidentified on an installation (external waste). External waste does not need to originate as a HM in the Master Inventory. This HSMS feature is particularly useful in that external waste must be accounted for in the HW disposal records even if it has not been tracked since its arrival on the installation. Once a waste container is added to the inventory, it begins to accumulate waste. HSMS provides more than 13 waste container transactions, including sampling, characterizing waste, consolidating waste, over packing, storing a container, closing a container, and reopening a container. Once a waste container is closed, the HSMS Waste Module provides shipping and reporting functionality to complete the cradle-to-grave cycle. HSMS continues to track information about the waste container through the receipt and entry of information from the certificate of disposal. By utilizing the waste module you can enhance your HAZMART operation.

WORKGROUP TO DISCUSS ARMY HMMP

A workgroup to discuss and develop the new Army HMMP (Hazardous Material Management Program) is being formed. USAEC has been tasked by HQDA to develop new Army HMMP requirements. The new HMMP will address the changing environmental reporting requirements as well as operational issues associated with the CIM (Centralized Installation Management) reorganization.

NEW ADBMS?

Due to a variety of circumstances, installations may experience personnel turnover/change. If your installation experiences a change in ADBM personnel, PLEASE contact the CAO ASAP at (888) 800-7242 or hsms@saic.com with contact information for the new ADBM.

Contributed by the Army Environmental Center

NEW INSTALLATION POCS?

As installations experience personnel turnover, the installation HSMS POC may change. If your installation experiences a change in the HSMS POC, PLEASE contact Mr. Ryan Messier at (410) 436-7076 or e-mail at ryan.messier@aec.apgea.army.mil with the new contact information.

Contributed by the Army Environmental Center

HSMS TRAINING DATES

The U.S. Army Environmental Center has announced updated dates for HSMS sustainment for Fiscal Year 02. The courses and the proposed dates are as follows:

Application Database Manager (ADBM):

| | |
|-----------------------|---------|
| 2 – 12 April 02 | APG, MD |
| 30 July – 9 August 02 | APG, MD |

Functional User Training – Sustainment:

| | |
|---------------------|---------|
| 30 April – 3 May 02 | APG, MD |
|---------------------|---------|

Crystal Reports:

| | |
|----------------|---------|
| 14 – 17 May 02 | APG, MD |
|----------------|---------|

Application Database Manager (ADBM) Training.

ADBM's have first priority for available course slots.

Army GS employees, followed by installation on-site HSMS contractor, Corps of Engineer HSMS implementation contractors and others are welcome to attend on a space available basis. The course is open to all personnel with Army HSMS associated individuals having priority. The USAEC funds the course instruction. Attendees must be funded by the respective site or organization for travel and per diem.

This course has been revised to incorporate 4-days of functional user training (designed to ensure that the assigned ADBM has functional knowledge of how HSMS operates).

The remainder of the 9-day course will focus on those skills the ADBM must have to support HSMS operations at the installation. It is not required that the ADBM attend the first 4-days of instruction if they have the functional knowledge to operate HSMS.

Functional User Training – Sustainment (FUT-S). FUT-S is hands-on user training available to installations that have implemented HSMS. FUT-S is designed as non-installation specific hands-on user training which is geared toward new users or users looking for refresher training on the functionality of the HSMS software. FUT-S instruction includes all HSMS software modules. FUT-S provides installations with a mechanism to help train personnel who are new to the program due to personnel rotation and support for advanced learning initiatives.

This course will expand on the hazardous waste module used by HSMS as well as other functional areas. Please note, the 9-day ADBM course incorporates the 4-day FUT-S instruction. Some space for FUT-S students may be available.

NOTE: If your installation has HSMS Users that did not or were not able to attend v2.3 transition training then USAEC highly recommends the FUT-S. The AEC funds the course instruction. Installations or the sending organization must fund the attendee travel and per diem for course attendance.

Crystal Reports Crystal Reports training is a new course that has been added to the curriculum. It is a 4-day beginner course geared to instruct attendees on how to integrate Crystal Reporting into their HSMS Program. The course begins with basic topics for those who have limited or no knowledge on how to use Crystal Reports. Topics are covered in succession that build on all of the fundamental Crystal Reporting concepts that are useful for creating HSMS reports. Learn how to generate and have great looking accurate Crystal Reports!

(Some folks with more advanced knowledge could still benefit from the course).

First priority will be given to ADBMs currently supporting Army installations operating HSMS. All others will be accepted on a case-by-case basis. Funding for the travel and per diem costs to attend this training is the responsibility of the installation.

Contributed by the U.S. Army Environmental Center and Dynamac Corporation

TRAINING INFORMATION

For more information on ADBM, FUT-S Training or Crystal Reports training, please contact: Aaron Tomarchio at (410) 436-1231 or via email at aaron.tomarchio@aec.apgea.army.mil.

PURPOSE OF THIS REPORT

The purpose of this newsletter is to keep the U.S. Army community abreast of ongoing activities associated with the implementation of HSMS and to distribute summary articles that provide useful items of interest to all concerned members. It is recognized that this publication now transcends the Army community and embraces other military services and Federal agencies. This Newsletter is not limited to items of interest focused on the HSMS software but encompasses the entire spectrum of hazardous materials and waste management business practices as they pertain to the HSMS Program.

Everyone is invited to submit articles, problem descriptions, comments, or other pertinent information of interest to fellow members. If possible, keep article size to one-half to three-quarters of a page. Mail (e-mail) your items for publication, and we will add them to the newsletter version that follows their receipt.

Send all input to: aaron.tomarchio@aec.apgea.army.mil

PRIMARY POINTS OF CONTACT

| NAME | ORGANIZATION | PHONE/E-MAIL |
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| CAO | Customer Assistance Office | (888) 800-7242 hsms@saic.com |
| CAO USAREUR | US Army Europe CAO | 01149-6221-57-5948 helpdesk@hq.hqusareur.army.mil |

*Thank you to the installations that participated in last month's informal poll. A majority of the respondents indicated that they were **NOT** using the HSMS Waste Module. Many wanted to know how to incorporate the Waste Module into their existing operations. As a result, we will be providing information in the next newsletter to help you do just that!*

UPCOMING EVENTS

| MARCH 2002 | |
|------------------|---|
| 12-14 March | FORSCOM Hazardous Materials and Waste Conference in Atlanta, GA |
| 25-29 March | NDIA Environmental and Energy Symposium and Exhibition in Charleston, SC. |
| APRIL 2002 | |
| 1-12 April | ADBM Training at Edgewood Area, APG, MD. |
| 29 April – 3 May | Functional User Training – Sustainment (FUT-S) at Edgewood Area, APG, MD. |
| MAY 2002 | |
| 13-17 May | Crystal Reports Training at Edgewood Area, APG, MD. |

QUICK POLL

If you were "Boss" for a day, what would you do to improve your HMCC (Hazardous Material Control Center)

*E-mail: aaron.tomarchio@aec.apgea.army.mil
With your reply!*

LAST MONTH's RESULTS

HSMS ONLINE!

Visit Our Website At:

<http://aec.army.mil/usaec/p2/hsms00.html>



RATE THIS NEWSLETTER!

We want to know from YOU, our readers what you think of the HSMS Newsletter.

Using a scale of 1-4 please rate the usefulness of this letter to your operation.

- 4 – Very Helpful & Useful
- 3 – Helpful and Useful
- 2 – Somewhat Helpful/Useful
- 1 – Not at all Helpful/Useful

Is there anything you would like to see in future newsletters?

Please e-mail your comments to Aaron Tomarchio at aaron.tomarchio@aec.apgea.army.mil.

Articles express the opinions of authors, not the Department of Defense or any of its agencies, and do not change or supersede official Army publications.